

Welcome to SnagIt

Thank you for your purchase of SnagIt. SnagIt is the premier application to use for all of your screen capturing needs. Whatever you can see on your screen, SnagIt will easily capture for your immediate use. Once you've taken your capture, SnagIt lets you edit, enhance, save, and use the capture for numerous tasks.

This Getting Started Guide will quickly teach you the key concepts for using SnagIt. You will be guided in a simple step by step process through the following topics:

- Getting familiar with SnagIt's main user interface and features.
- Capturing with SnagIt.
- Taking your First Capture.
- Modifying your Capture Settings.
- Working with Profiles.
- Using Catalog Browser.
- Using SnagIt Editor.
- Using SnagIt Studio.
- Exploring the most popular editing and special effects features.

This guide is intended to provide you an excellent introduction to SnagIt. Please refer to the Online SnagIt Help file for a comprehensive explanation of all the features.

We hope you enjoy SnagIt.

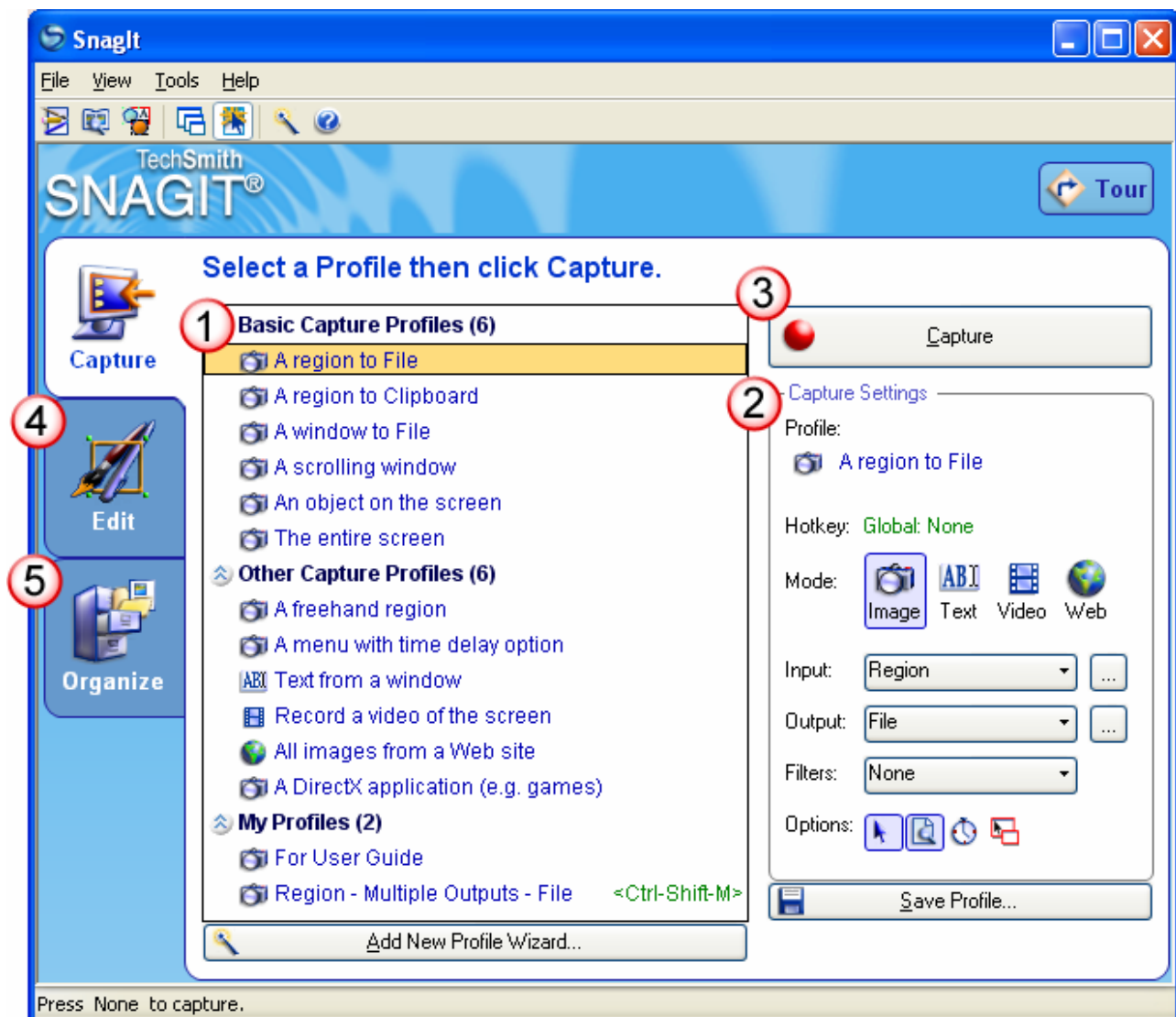


This Getting Started Guide was created using SnagIt, SnagIt Editor, and SnagIt Studio.

SnagIt Overview

SnagIt has an easy-to-use and intuitive interface. Below you will find a basic overview of the different components of the Normal view. Basically SnagIt is comprised of capture profiles in the *Capture Profile* pane on the left and the selected profile's attributes in the *Capture Settings* pane on the right. Once you select a profile, simply click the *Capture* button.

- 1 **Capture Profiles** in the left pane allow you to take a capture quickly. Capture profiles are a fast and powerful way to configure what you want to capture. All the capture settings you see in the *Capture Settings* pane make up one profile.
- 2 **Capture Settings** in the right pane are updated when a profile is selected in the left pane. Customize a capture by making changes and then click the *Capture* button.
- 3 **Capture Button** performs the capture. You can also use the default global hotkey which is <CTRL>+<Shift>+<P> on the the keyboard.
- 4 **Edit Tab** gives access to companion editing applications and tools such as *SnagIt Editor*, *SnagIt Studio*, and *Batch Conversion Wizard*.
- 5 **Organize Tab** gives access to companion applications used to organize your captures, such as *Catalog Browser*, *Web Page Creator*, and *SnagIt Printer Capture*.



6 **Capture Profile Properties** will display in the form of a tool tip. Properties include such things as the hotkey, input, output, and filters. The capture mode is easily identified by the picture icon.

7 **Mode** controls the way that SnagIt will capture information. This includes image, text, video, and Web captures.

To change the mode, simply click on the desired mode button in the *Capture Settings* pane.

8 **Input** allows you to choose what you want to capture. To access the input options, choose *Input* in the *Capture Settings* pane. Select desired option from the dropdown menu. Options will differ according to the capture mode selected.

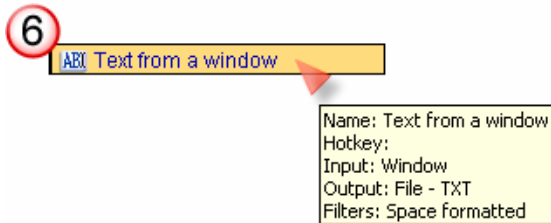
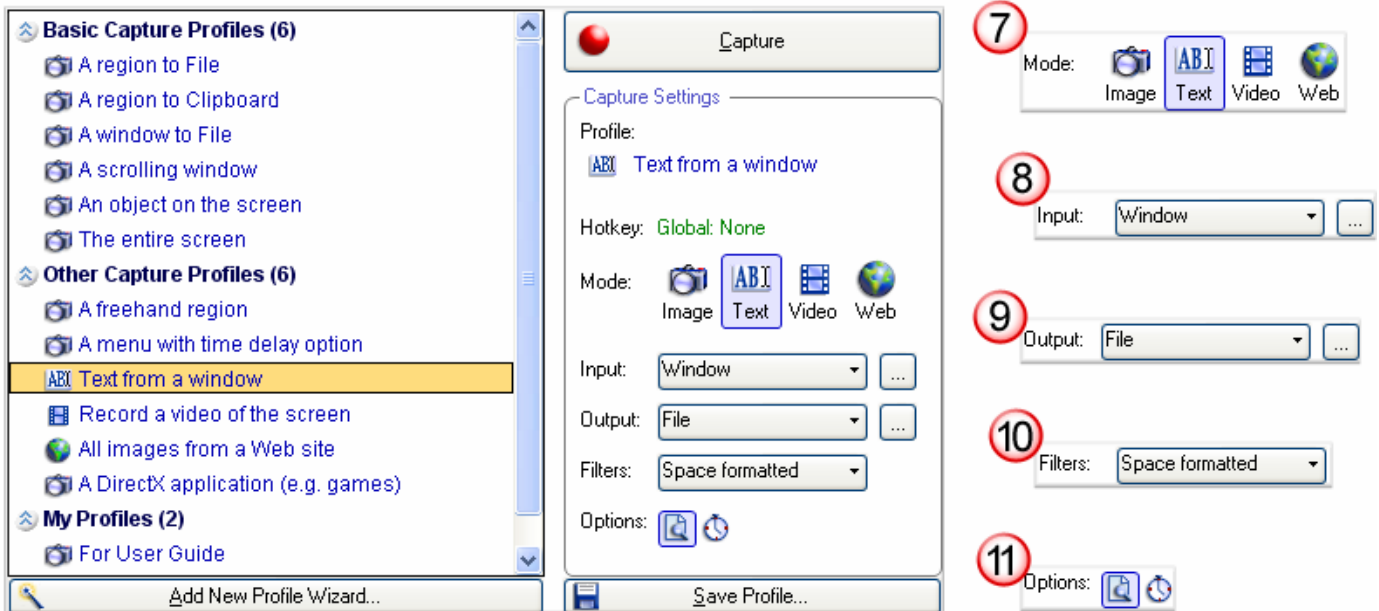
9 **Output** allows you to choose what happens to the capture once it is taken. To access the output options, choose *Output* in the *Capture Settings* pane. Select desired option from the dropdown menu. Options will differ according to the capture mode selected.

10 **Filters** apply edits or special effects during the actual capture process. To access the filter options, choose *Filter* in the *Capture Settings* pane. Select desired option from the dropdown menu. Options will differ according to the capture mode selected.

11 **Options** are preferences that you can select that will further define how you want your capture to look or if you would like to preview your capture before it is sent to output. Options may include ability to capture cursor, set timer for delayed capture, capture multiple areas, etc. and will differ according to the *Mode* and *Input* selected.

12 **Save Profile** allows you to save the current settings within the *Capture Settings* pane as a new capture profile. You also have the option to overwrite an existing profile that is currently selected. New capture profiles will display within *My Captures* in the *Capture Profile* pane.

13 **Add New Profile Wizard** allows you to create a new profile from “scratch” rather than modifying and saving an existing capture profile. The wizard walks you through choosing all capture settings. New capture profiles will display within *My Captures* in the *Capture Profile* pane.



Capturing with SnagIt

The primary function of SnagIt is to capture data in their many different forms on your system.

There are Five Different Capture Modes in SnagIt



Image Capture

SnagIt captures an image of your screen or any portion of it. You can capture images of any software application, DirectX games, from scanners, or anything else you see on your computer screen. Once captured, you can send the image to many outputs including a graphic file, the printer, e-mail, or even a web server.



Text Capture

SnagIt captures the text you see on the screen as editable, ASCII text. SnagIt can even save the text in tab delimited format so that it can be easily imported into spreadsheets or database applications for sorting and other manipulation.



Video Capture

SnagIt records any on-screen activity on your Windows desktop. Capture all your mouse movements and application action and save the video as an industry-standard AVI file. You can also use SnagIt to create time-lapse video of desktop activity over a period of time.



Web Capture

With Web Capture, you can simultaneously capture all the .png, .jpg and .gif images from a Web site. All you need to do is type in the Web site address. You can then choose the Web page link depth, which is the number of levels of directories from the root Web address to be included in the search.

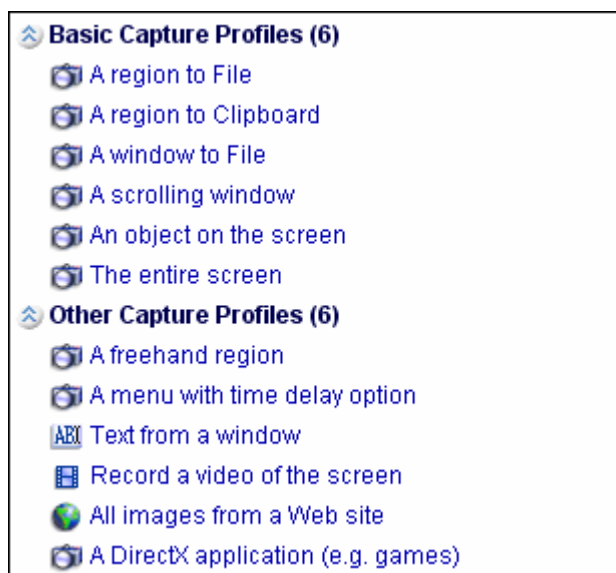


Printer Capture

SnagIt captures anything you would normally send to a printer and spools it to an image file instead. You do this by printing to the SnagIt virtual printer from any Windows application. Printer Capture settings are accessed from the *Tools > SnagIt Printer Capture Settings* inside SnagIt.

These are the Default Capture Profiles

They are preconfigured for you so you can begin to take captures right away. The *Capture Profiles* have icons next to them to let you know which mode is being used.



The *Image Capture Profiles* include region, window, scrolling window, menu, object, freehand, DirectX, and entire screen.



The *Text Capture Profile* will capture text out of the window that you select, and save it to a text file.



The *Video Capture Profile* will record a fixed region of the screen and save it to an AVI file.



The *Web Capture Profiles* will prompt for a Web address to capture all images from a Website. The files will be saved to the *SnagIt Catalog* folder.

Below are just a few of over forty different ways SnagIt can capture.



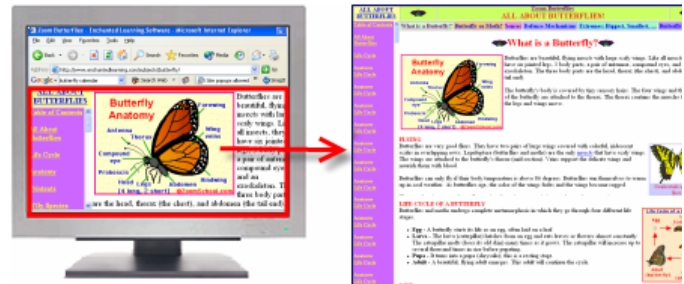
Screen: Capture everything that shows on your computer desktop including the cursor if desired.



Rectangular Region: Capture a rectangular shape anywhere on your desktop.



Window: Capture an application window, dialog box, window frame, etc.



Scrolling Window: Capture the contents of a window, including the part not seen.



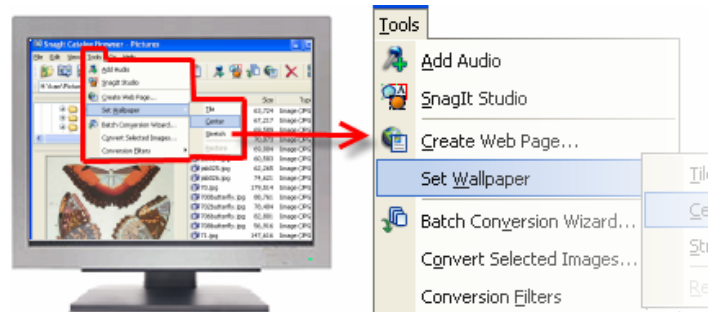
Game (DirectX): Capture scenes from DirectX games or DirectX media players.



Text: Capture text in tab delimited format to import into spreadsheets or database applications.



Object: Capture a specific item on your computer desktop such as a button, icon, toolbar, etc.

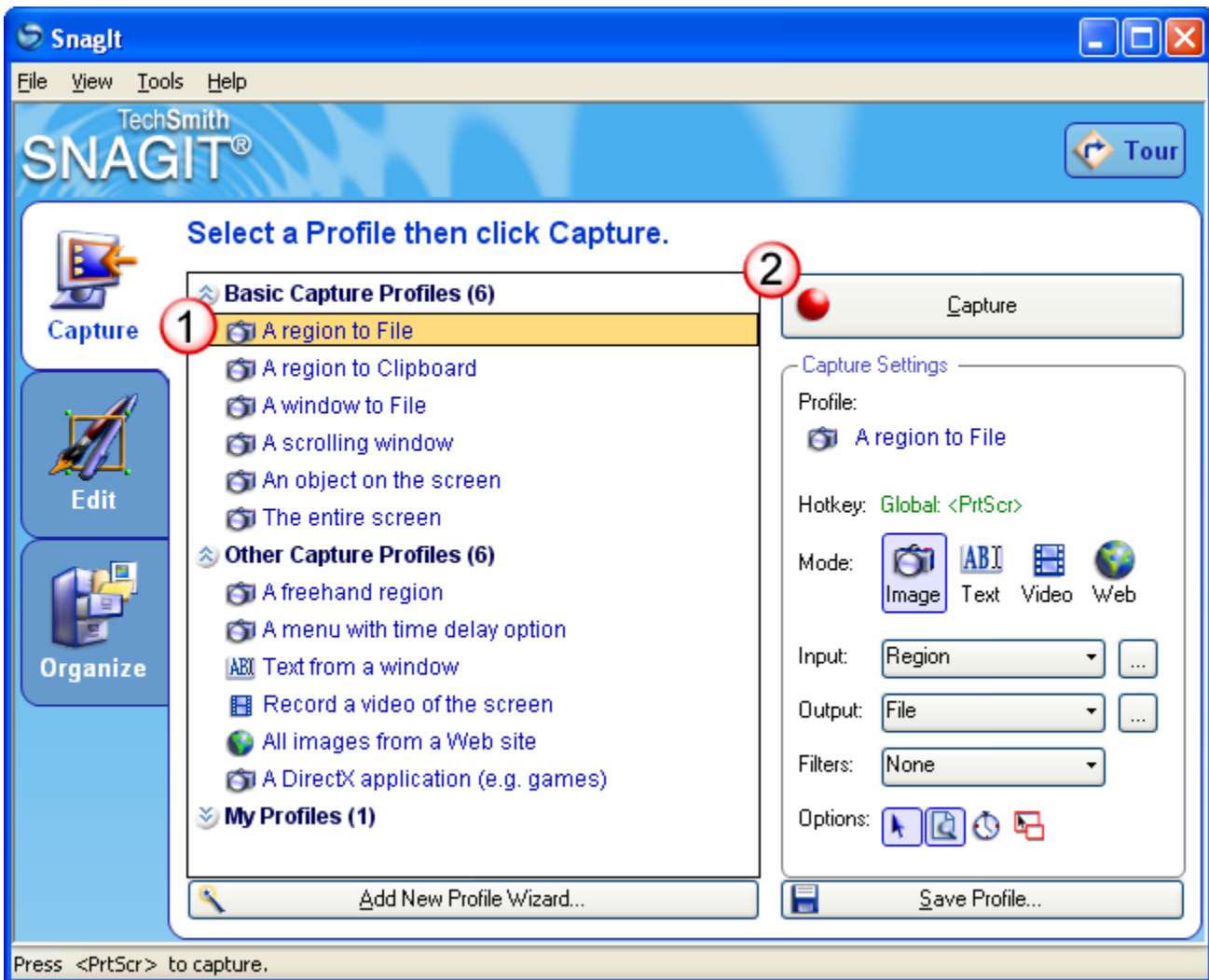


Menu: Capture dropdown and cascading menus from Windows programs.

Taking your First Capture

Taking screen captures with SnagIt is simple. Just click on a *Capture Profile* in the left pane to select what you want to capture, then click the *Capture* button. The capture will be displayed within the *Preview Window*, allowing you to view, edit, and enhance your capture.

- ① **Select Capture Profile.** The *Region to File* profile is selected by default. When making any capture profile selection, the profile is highlighted by an orange bar.
- ② Click the **Capture** button to begin the capture. The window disappears and you see a crosshair cursor. Drag the crosshairs across the screen to capture a region then release.



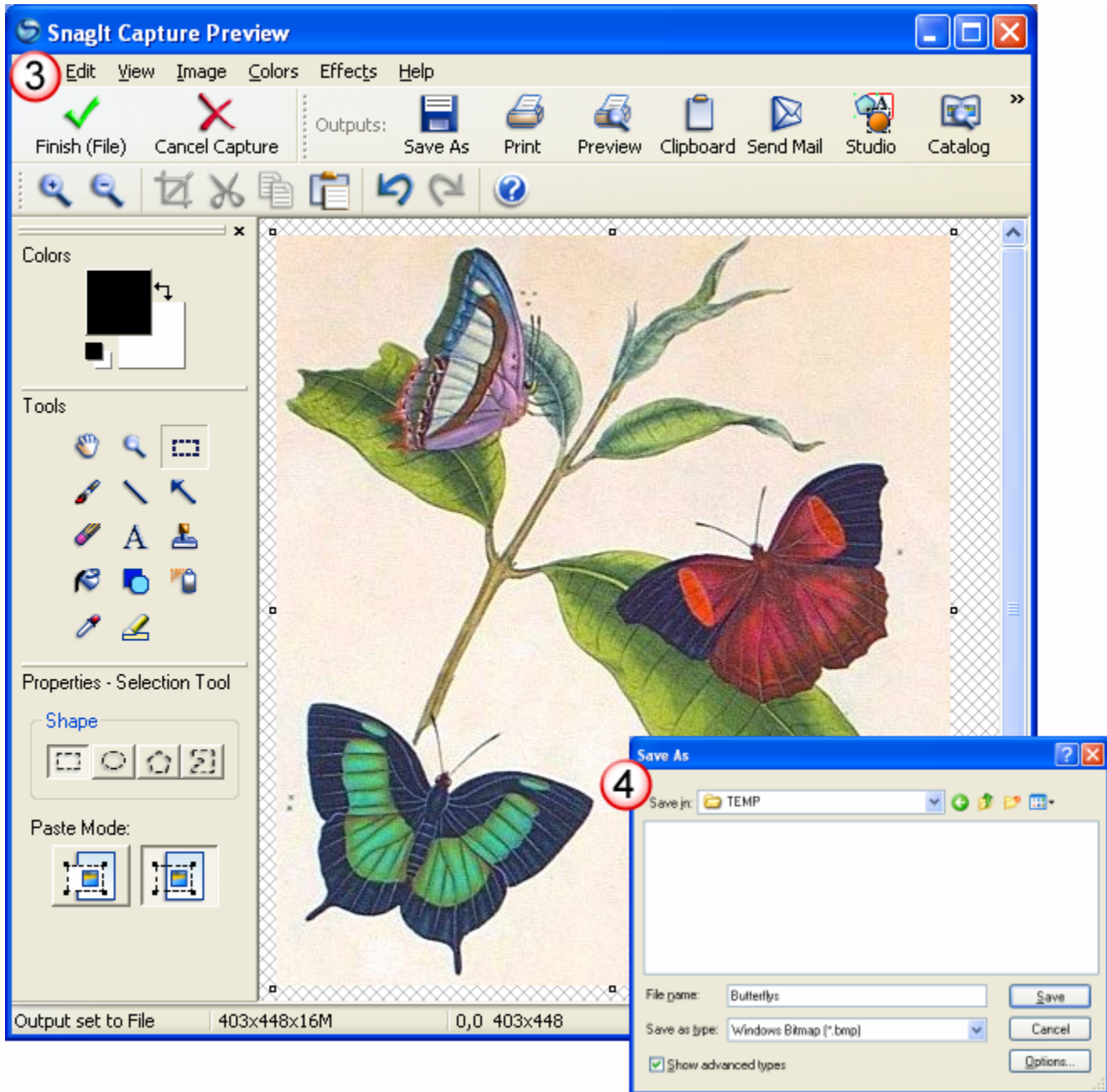
Key Concepts

About the Capture Profile: Many of the most common types of captures have been saved as *Capture Profiles* and are ready for you to use as soon as SnagIt is installed. Profiles contain a set of capture instructions including the mode, input and output settings, filters, and more. To choose a capture profile to work with, simply select the profile from the list and then click on the *Capture* button.



The Different Capture Modes: The *Mode* controls the way that SnagIt will capture information. This includes the ability to take image, text, video, and Web captures. To choose another category or kind of capture, select the desired capture profile where the mode is indicated by the icon within the list.




- 3 **Finish Capture.** Click the *Finish* button to send the capture to the output. For easy reference, the output format is shown within the *Finish* button. In this example, the capture will be saved as a file.
- 4 **Save as File.** In the *Save As* dialog box, enter the name of the file, select file format, choose *OK*.



Key Concepts

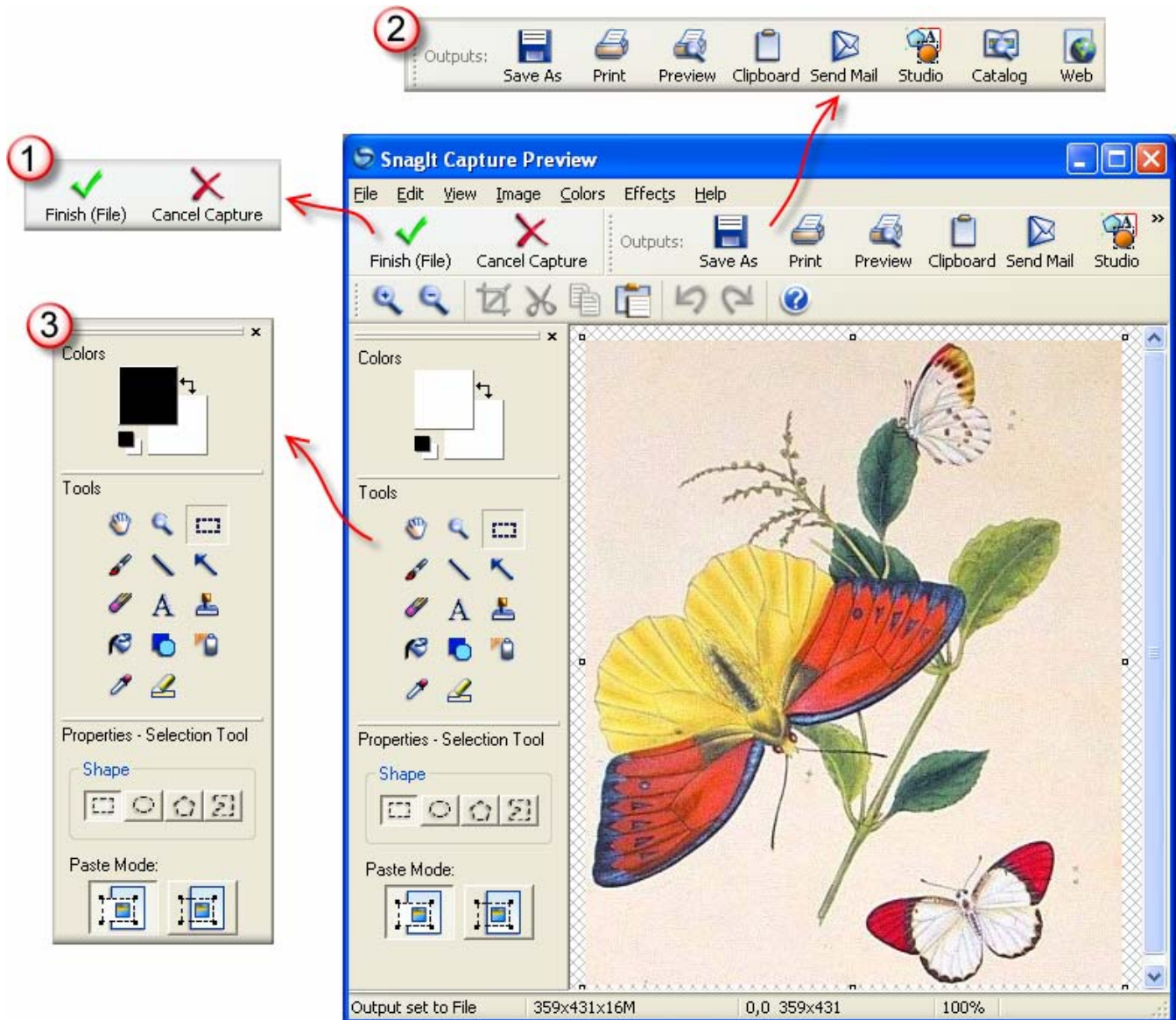
Edit: You can edit your capture in any number of ways. For example, *Crop* allows you to select a region to save while trimming away the rest of the image. Use the *Selection* tool  to drag a region around the portion of the capture you want to save. Click on the *Crop* tool .

Outputs Toolbar: Use the *Preview Window's* various output options on the *Outputs* toolbar to send your capture to any number of outputs “on the fly.” For example, click on the *Clipboard* tool  to copy this capture to the *Windows Clipboard*.

Preview Window Overview

Preview Window allows you to preview and edit a screen capture before it is saved to a file or inserted into your document or email. Choose from an array of professional quality effects to get just the right look.

- 1 **Finish / Cancel Capture.** Click *Finish* to send the capture to the output. The output type is given within the button for easy reference. Choose *Cancel Capture* to discard this capture.
- 2 **Output Options.** On the *Outputs* toolbar, click on any tool to perform that output operation. Tool tips let you know what each tool is. Beneath the *Outputs* toolbar you will find another toolbar containing basic editing options such as *Crop*, *Cut*, *Copy*, and *Paste*.
- 3 **Drawing Tools.** This is the drawing tools pane. Enable antialias to give a smooth look to your drawing lines. Enable drop shadow to give your drawing a 3D, professional look. Click on the color block to change the drawing tool's color.
- 4 **Enhancements.** Use the *Image*, *Colors*, and *Effects* menu options to enhance your captures in an unlimited number of ways. Let your imagination run wild and have fun creating! These enhancements are available in both *Preview Window* and *SnagIt Editor*.





4 Use Preview Window or SnagIt Editor to enhance your captures with professional quality editing tools, special effects, stamps, and color adjustments.

Most of the effects shown here can be automatically applied during capture through the use of a filter. Select and apply filters within the Capture Settings pane.



Drop Shadow



Fade Edge



Torn Edge



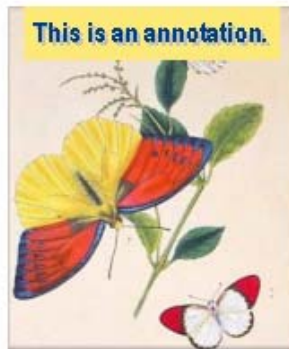
Wave Edge



Spotlight/Magnify



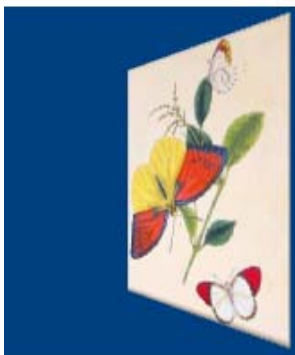
Stamps



Annotations



Emboss



Perspective/Shear



Border



Solarize

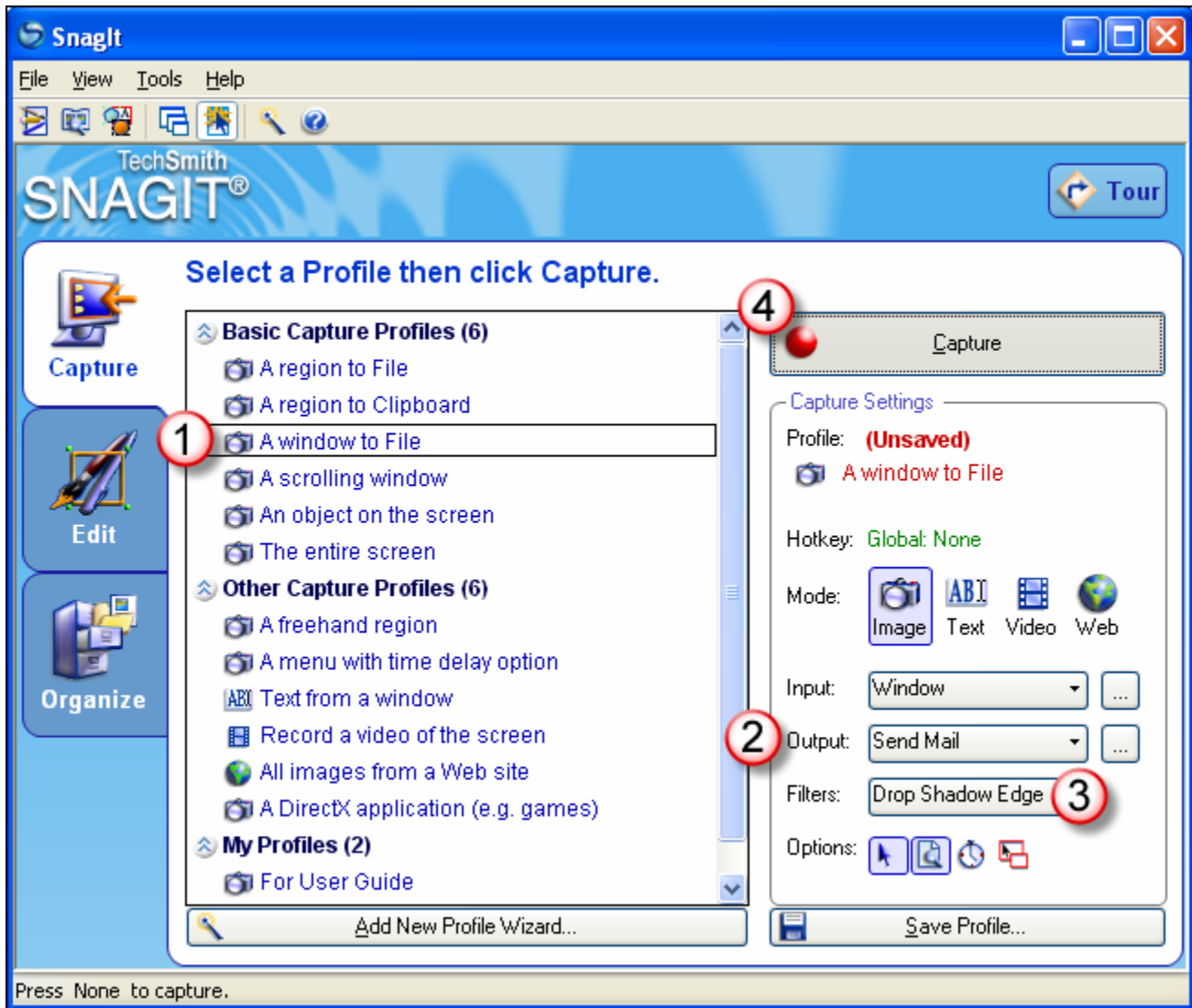


Watermark

Modifying your Capture Settings

There will be times when you will want to take a capture and there is not an existing capture profile to suit your needs. Creating a new profile by modifying an existing one is simple and easy to do. Here's how.

- 1 **Change Capture Profile.** In the left pane, click *A Window to File*.
- 2 **Change Output.** In the *Capture Settings* pane on the right, choose *Output > Send Mail*.
- 3 **Add a Filter.** In the *Capture Settings*, choose *Filters > Edge Effect > Drop Shadow Edge*.
- 4 **Take Capture.** Click the *Capture* button to begin capture. Move the rectangle around the screen to highlight a window. Click with mouse to capture.




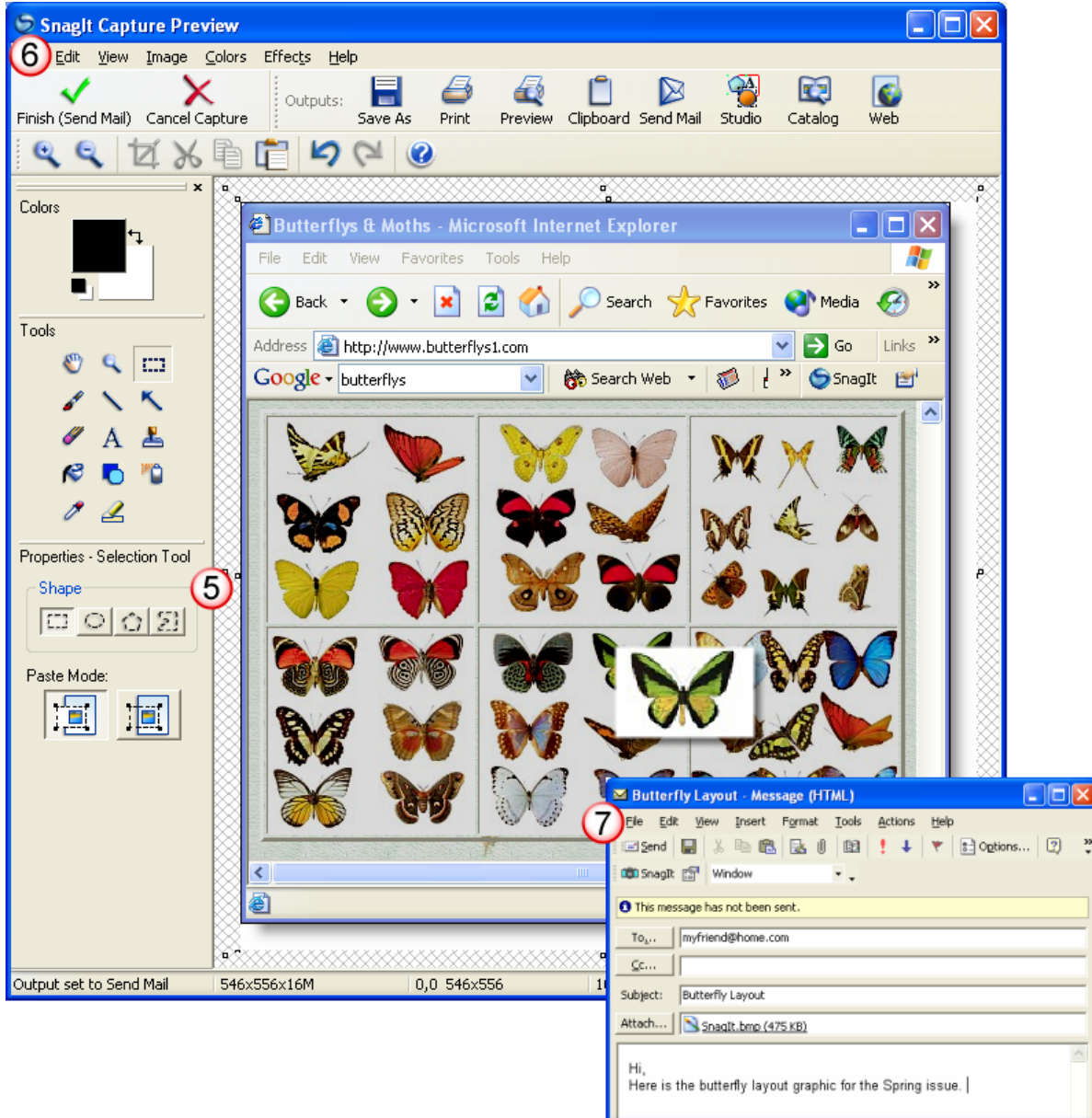
Key Concepts

Unsaved Profile: Once you change any of the settings for a capture profile, the *Profile Name* field within the *Capture Settings* pane changes to *Unsaved*. This alerts you to the fact that you have modified a profile.



Important Note: If you select a new profile before saving, all of the changes to your settings will be lost.


Save Profile: Save the new capture settings as a profile to use later. You can choose *Save Profile > Save As New* to create a new profile under *My Profiles*. Or, choose *Overwrite* to save as the current profile's settings.


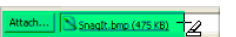
- 5 **Make a Selection.** Choose a *Selection* tool  in the *Properties* box and drag an area on the capture. Choose *Effect > Spotlight/Magnify*. Select the desired *Options* and then click on *OK*.
- 6 **Finish to Send to Output.** Click on the *Finish* button which will reflect the current output.
- 7 **Address Mail.** Your capture is automatically attached as a bitmap file in an email message. Address your message as desired and then click *Send*.



Key Concepts


Undo/Redo: Don't like what you just did? SnagIt gives you the power of an unlimited *Undo/Redo* feature. To undo your steps, click the *Undo* tool . Decide you liked that look after all? Click on the *Redo* tool .

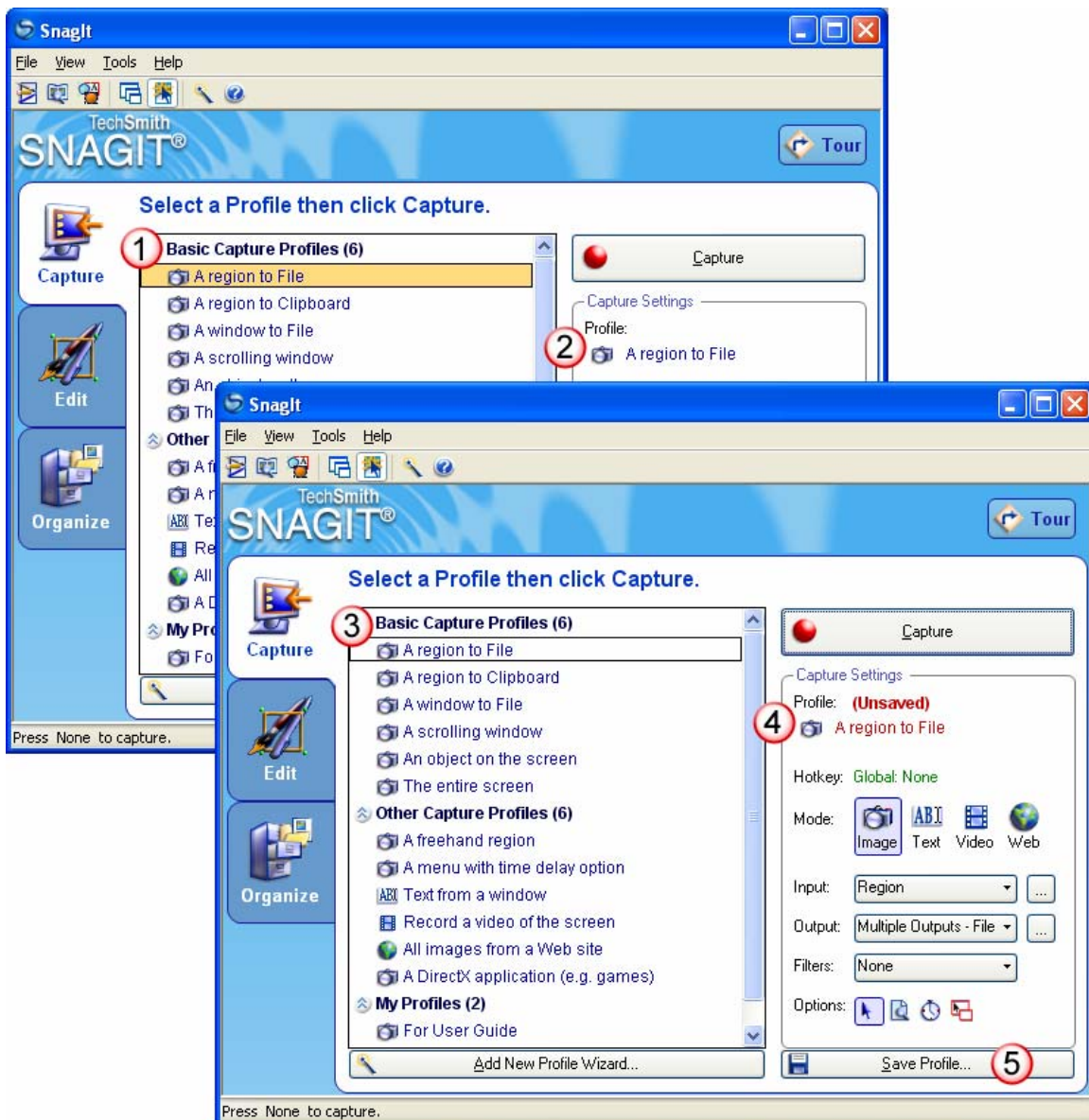
Spotlight Effect: For an interesting special effect, choose the *Freehand* selection tool  and use this to outline an object in your capture. Apply the *Spotlight/Magnify* effect.

Highlight Tool: With the *Highlight* tool , create focus on your capture using any color .

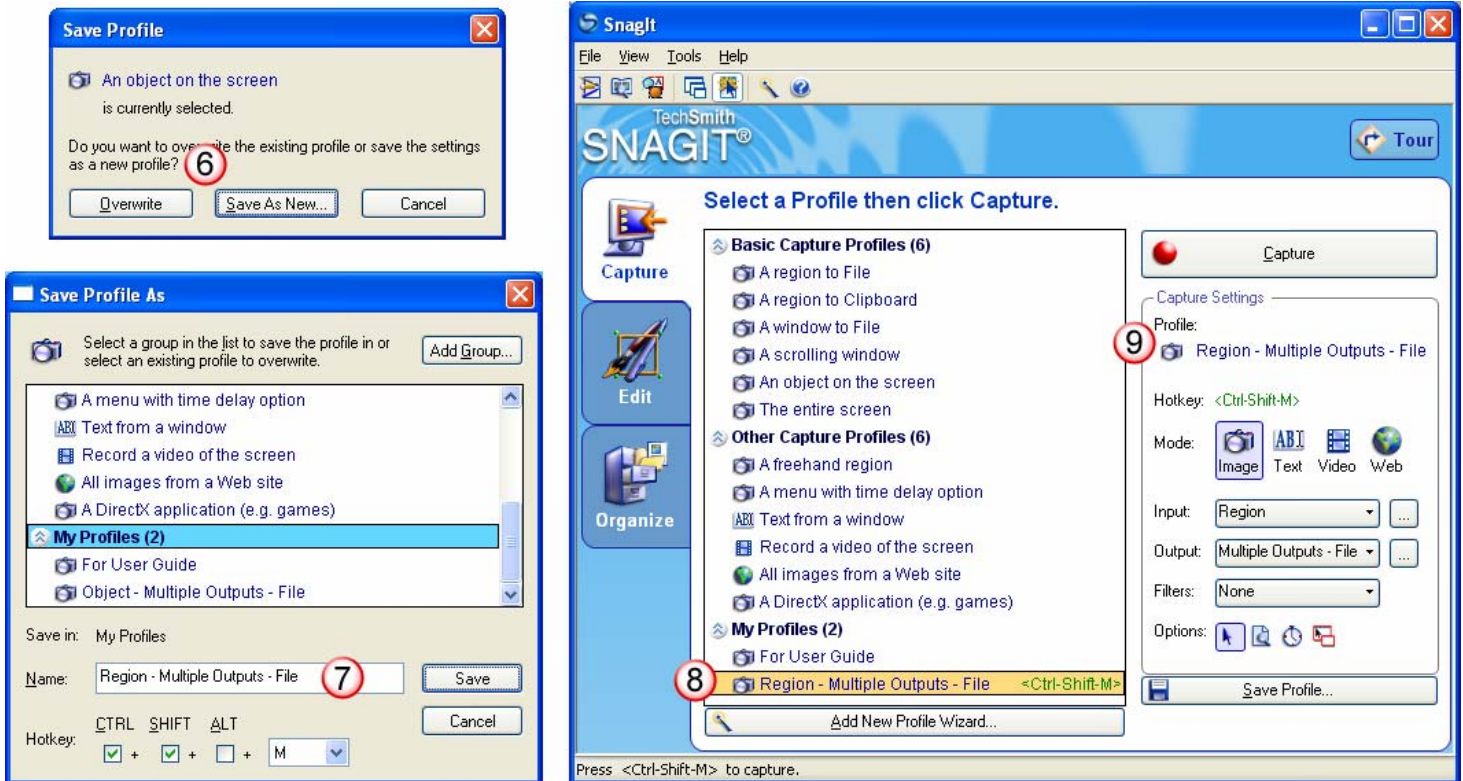
Working with Profiles

Once you change or modify any of the settings for a capture profile, the *Profile Name* field within the *Capture Settings* pane changes to *Unsaved*. Additionally, the orange frame around the capture profile changes to an empty frame. Choose *Save Profile* to save these settings as a new profile. If you do not save your new settings, once you choose another capture profile, your new settings will be lost.

- 1 **Select Capture Profile.** In the *Capture Profile* pane, choose *A Region to File* capture profile. Notice that the capture settings are loaded into the *Capture Settings* pane on the right and the frame surrounding the capture profile is orange.
- 2 Additionally, the name of the profile is shown in the *Profile* field under *Capture Settings*.
- 3 **Change Output Setting.** In the *Capture Settings* pane, choose *Output > Multiple Outputs*. Notice at this time that the frame around the profile has gone away. And, the profile name in the *Capture Settings* pane has been changed to red and the word *Unsaved*, also in red, has been added next to the *Profile* label.
- 4 **Save Profile.** Click on the *Save Profile* button  *Save Profile...*. The *Save Profile* dialog box displays.



- 6 **Save as a New Profile.** Within the *Save Profile* dialog box, click on the *Save As New* button.
- 7 **Choose a Name.** The *Save Profile As* dialog box displays. A default name is entered for you. Enter a new name or do nothing to accept the default name. Add a hotkey if desired. Choose *Save*.
- 8 **Profile is Saved in My Profiles.** Your new capture profile will now be stored under *My Profiles* group within the left pane.
- 9 **Capture Settings Display.** Additionally, when the new profile is selected the settings are updated in the *Capture Settings* pane on the right.



Key Concepts

Overwrite Existing Profile: Within the *Save As* dialog box, you have the choice to *Overwrite* the existing capture profile settings. If you choose to overwrite, then the settings that are connected with the profile in the current empty frame will be changed to match the new settings that you have selected.



Using your New Capture Profile: New capture profiles are stored within *My Profiles* in the left pane. To use your new profile, click once on the profile to highlight it. Click the *Capture* button. Additionally, use *Snagit OneClick* to access your basic and custom profiles or to open Snagit and its companion applications, *Snagit Editor*, *Snagit Studio*, and *Catalog Browser*, all with just one click. Choose *View > Snagit OneClick*.

Add New Profile Wizard: Allows you to create a new profile from “scratch” rather than modifying and saving an existing capture profile. The wizard walks you through choosing all capture settings. New capture profiles will display within *My Captures* in the *Capture Profile* pane.

Organizing your Profiles: You can change the order of your capture profiles within the *Capture Profiles* pane. Right-click on the left pane. From the popup menu, choose *Organize Profiles* or select *File > Organize Profiles*. Use the various options to add a new group, move captures up or down within the list, or to add a hotkey. When finished organizing, click on *Close*. Your list will be updated.

Catalog Browser Overview

SnagIt's *Catalog Browser* allows you to locate, view, and manage captures and multimedia files in thumbnail view. The *Catalog Browser* can view images, text, and .avi files. You can select multiple files to save, convert file formats, print, and email in batches.

- 1 **Toolbar.** You can access several commonly used options from the toolbar such as the *Web Page Creator* or the *Batch Conversion Wizard*. Move the mouse across the toolbar to display the tool tips.
- 2 **Browser Area.** Search and select the folder that contains your media files to update them to the thumbnail view frame.
- 3 **View Thumbnails.** Click on the *Thumbnail View* button  to see visual thumbnails. Click on the *Detail View* button  to see file details in browser format.
- 4 **Viewing Area.** The thumbnails images or file details display in this area. The view displayed depends upon which view is selected in the toolbar.
- 5 **Preview.** A larger view of the selected thumbnail displays in the *Preview Area*.

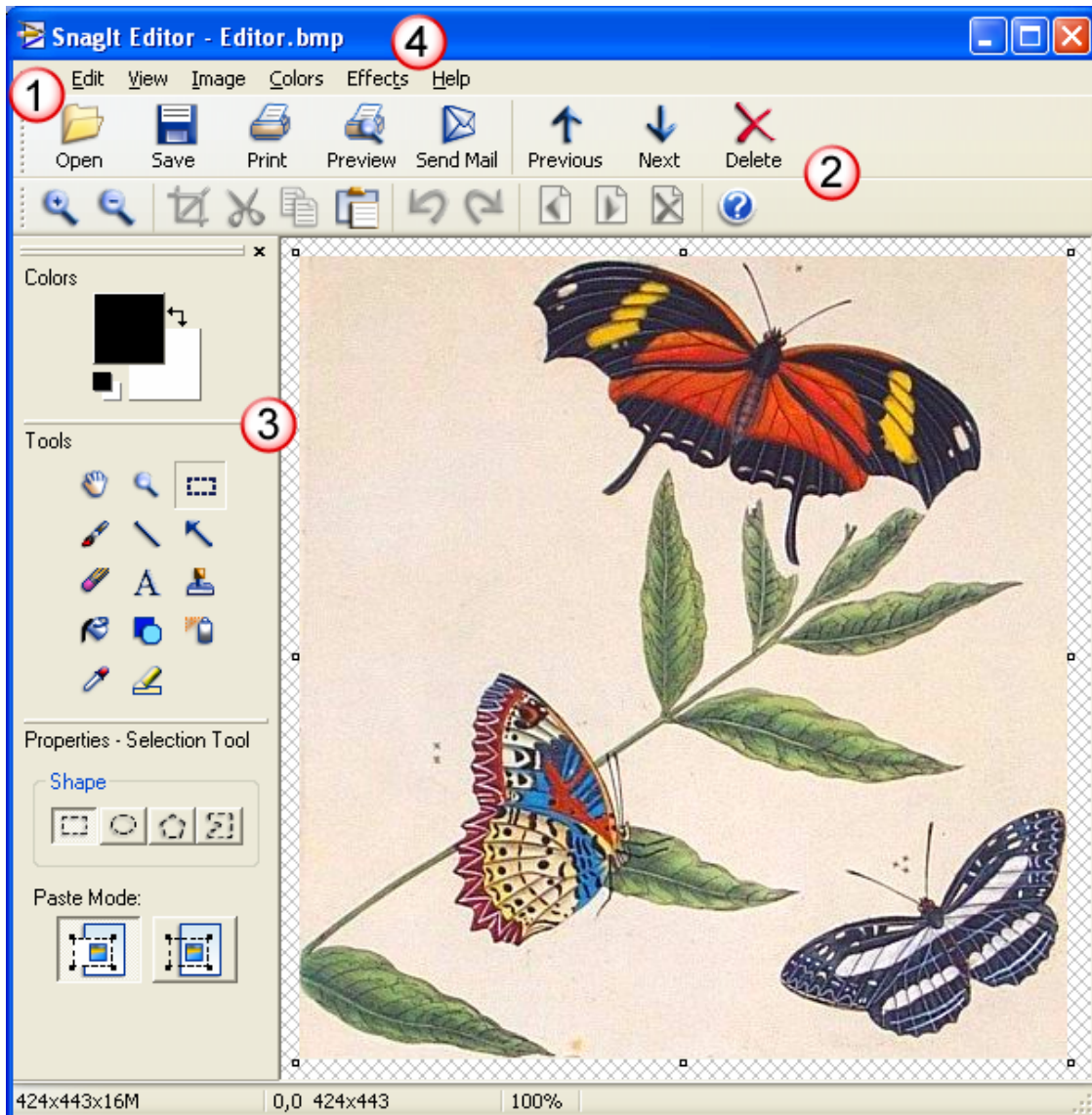


SnagIt Editor Overview

The *SnagIt Editor* is a great way to edit a screen capture after it is saved to a file since *Editor* allows you to apply professional quality finishing touches to your images without having to take a capture. Editing options include flip, reverse, shear, rotate, crop, and cut. Adjust the color depth, add text, or view the frames of a video capture. Add custom edge effects such as drop shadow, torn or faded edges, and enhancements such as arrows, cursors, lines, text, and much more.

You will see that *SnagIt Editor* is very similar in look and feel to the *Preview Window*. While they are very similar, notice the absence of the *Finish* and *Cancel* buttons.

- ① **Open.** Click *Open* to open an existing media file and display it within SnagIt Editor.
- ② **Toolbar Options.** On the toolbars, click on any tool to perform that operation. Tool tips let you know what each tool is. The toolbar contains output options as well as basic editing options such as *Crop*, *Cut*, *Copy*, and *Paste*.
- ③ **Drawing Tools.** This is the drawing tools pane. Enable antialias to give a smooth look to your drawing lines. Enable drop shadow to give your drawing a 3D, professional look. Click on the color block to change the drawing tool's color.
- ④ **Enhancements.** Use the *Image*, *Colors*, and *Effects* menu options to enhance your captures in an unlimited number of ways.



SnagIt Studio

SnagIt Studio provides true vector-based image markup of standard and custom shapes. Studio includes an expansive catalogue with useful annotation objects and shapes such as arrows, logos, callouts, text boxes, rubber stamps, captions, sticky notes and frames to help explain your images.

You can easily add and re-position the catalog objects or create collections of custom drawing shapes. Images can be quickly overlapped to create a collage effect, or multiple images can be printed on a single page. Once an image has been modified, it can be saved as a Studio project for later changes.

- 1 **Toolbar Options.** On the toolbars, click on any tool to perform that operation. Tool tips let you know what each tool is. Toolbars are enabled from the View menu.
- 2 **Catalogue.** There are a number of standard catalogues delivered with SnagIt Studio. These contain Stamps, Shapes, Pointers, Clipart, Callouts, and Arrows. In addition, a blank catalogue called *My Catalogue*, can be used for storing your own, customized shapes.
- 3 **Drawing Tools.** This is the drawing tools pane. Use these to add text, highlights, or shapes to your image. Click on the color block to change the drawing tool's color.
- 4 **The Canvas** is where you will design your project by adding elements of different types. Once your elements are on the canvas, each one can be customized by using the group, align, move to front or back, size, rotate, or edit bitmap features.

